

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO BIDDERS

L-1 Solicitation Provisions Incorporated by Reference (FAR 52.252-1) (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its proposal or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its proposal or offer. Also, the full text may be accessed electronically at this Internet addresses: <http://www.arnet.gov>.

L-1.1 FAR PROVISIONS AND CLAUSES INCORPORATED BY REFERENCE

FAR CLAUSE NO.	TITLE AND DATE
52.215-1	INSTRUCTIONS TO OFFERORS - COMPETITIVE ACQUISITION (JAN 2004)
52.215-16	FACILITIES CAPITAL COST OF MONEY (JUNE 2003)
52.215-20	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING (OCT 1997)
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION (FEB 1999)
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)
52.232-38	SUBMISSION OF ELECTRONIC FUNDS TRANSFER INFORMATION WITH OFFER (MAY 1999)
52.237-10	IDENTIFICATION OF UNCOMPENSATED OVERTIME (OCT 1997)

L-2 CLAUSES INCORPORATED BY FULL TEXT

L.2.1 Requirements For Cost Or Pricing Data Or Information Other Than Cost Or Pricing Data (FAR 52.215-20) (OCT 1997) - ALT IV (Oct 1997).

- (a) Submission of cost or pricing data is not required.
- (b) Provide information described below:
 - (1) Breakout for Section B - Price Proposal. The Offeror shall submit information other than cost or pricing data in support of the prices proposed in Attachment J.

(i) Labor Rates. The Offeror shall provide a complete breakout of the cost items that make up the fully-burdened labor rates proposed for Section B for the entire 60 month period. This labor rate breakout shall include all direct, indirect, general and administrative costs and profit associated with providing the required skill. The fully burdened labor rates shall include a rate to accommodate the cost of the contract level program management specified in Section B.3.1 (2). The use of uncompensated overtime is not generally encouraged. Offerors shall propose all hourly rates based on a 40-hour work-week (1,920 hours per year or in accordance with the Offeror's CAS Disclosure Statement).

Contractor site rates shall also include contractor-provided facilities, furniture, equipment, supplies, tool kits, employee training and overhead amounts required for work at contractor site rates. This includes, but is not limited to, telephones, facsimile machines and their telecommunications lines, copiers, personal computers, postage (to include courier services such as Federal Express), ordinary business software, such as word processors, spreadsheets, graphics, normal copying and reproduction costs.

L-2.2 TYPE OF CONTRACT (APR 1984) 52.216-1

The Government contemplates award of multiple IDIQ hybrid-type contracts for FC 2 and 3 and a single award multiple IDIQ hybrid-type contract for FC 1 resulting from this solicitation. The contracts may utilize Labor Hour, Fixed Price Incentive, Firm-Fixed Price, and Time and Materials at the Task Order level.

L-2.3 SERVICE OF PROTEST (SEP 2006) 52.233-2

- (a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated

acknowledgment of receipt from:

U.S. Department of Homeland Security
Office of Procurement Operations, Intelligence and Operations
Acquisition Division
Attn: Peggy Hake, Contracting Officer
245 Murray Lane, SW, Building 410
Washington, DC 20528

- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

L-2.4 PROPOSAL SCHEDULE

All proposals are due NO LATER THAN 11:00 A.M. Eastern Standard Time on the date specified on the SF 33. (CAUTION: See the proposal submission instructions, including the provision describing treatment of late submissions, notifications and withdrawals of proposals at FAR Clause 52.215-1 Instructions to Offerors- Competitive Acquisition).

L-2.5 COMMUNICATIONS AND QUESTIONS

Communications and questions concerning this solicitation or requests for clarification shall be made in writing to the Contracting Officer.

The cut-off date for questions concerning this RFP is 10 calendar days from date of issuance.

Questions received by the cut-off date will receive responses. An attempt will be made to respond to questions determined by the government to be of significance to all offerors that are received after the cut-off date, but no guarantee is made.

As soon as an Offeror is aware of any problems or ambiguities in interpreting the specifications, terms or conditions, instructions or evaluation criteria of this solicitation, the Contracting Officer shall be notified.

Electronic submission of questions and comments shall be submitted to otis@dhs.gov. Electronic mail attachments, if included, shall be prepared using Microsoft Office.

When submitting questions and comments, please refer to the specific text of the RFP in the following format:

Subject: RFP No. HSHQDC-09-R-00005

Reference: RFP Section _____, Paragraph(s) _____, Page(s)_____.

Questions will be answered, without attribution to the questioner, via amendment published in FedBizOpps.

L-2.5 DELIVERY OF PROPOSAL

Offerors shall submit their proposals to the following address prior to 11:00 noon Eastern Standard Time on the date stated in Block 9 of the Standard Form 33. The proposal shall be addressed exactly as stated below:

U. S. Department of Homeland Security - Office of Procurement Operations
 Attn: Chiara Best, Contract Specialist
 245 Murray Lane SW, Bldg 410
 Washington, D.C. 20528-0001
 Solicitation No. HS HQDC-09-R-00005

No deliveries will be accepted at any other DHS location and no electronic submissions will be accepted. Hand delivery of proposals will not be accepted.

(CAUTION: See the instructions for submission of proposals and the provisions describing treatment of late submissions, notifications and withdrawals of proposals at FAR Clause 52.215-1 Instructions to Offerors - Competitive Acquisition).

L-3 PROPOSAL PREPARATION COSTS

This RFP does not commit the Government to pay any cost for the preparation and submission of a proposal in response to the RFP. The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this procurement.

L-4 SMALL BUSINESS CLASSIFICATION CODE

For purposes of this solicitation and each resultant contract, North American Industry Classification System (NAICS) codes will be established at the Functional Category-level. Under these classifications, a company is considered a small business if its average annual receipts for its preceding three fiscal years do not exceed the size standard reflected in the following table:

Functional Category	Description	NAICS Code and Description	Size Standard
1	Organizational Management Support (OMS)	541611 – Administrative Management and General Management Consulting – Provides operating advice and assistance to businesses and other organizations on administrative management issues, such as financial planning and budgeting,	\$7.0M

		equity and asset management, records management, office planning, strategic and organizational planning, site selection, new business startup and business process improvement. This industry also includes the establishment of general management consultants that provide a full range of administrative; human resource; marketing; process, physical distribution and logistics; or other management consulting services	
2	Core Intelligence Services	541690- Other Scientific and Technical Consulting Services -This industry comprises establishments primarily engaged in providing advice and assistance to businesses and other organizations on scientific and technical issues (except environmental).	\$7.0M
3	Training Services	611430- Professional and Management Development Training-This industry comprises establishments primarily engaged in offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs; and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or client's training facilities, educational institutions, the workplace, or the home, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided by these establishments may include the use of simulators and simulation methods.	\$7.0M

L-5 *FORMAT INSTRUCTIONS FOR PROPOSAL SUBMISSION-GENERAL*

Offerors shall examine and follow all instructions. Failure to do so may result in the proposal being determined to be unacceptable and removed from consideration for award. Proposals shall conform to solicitation provision FAR 52.215-1 Instructions to Offerors – Competitive Acquisition and be prepared in accordance with this section. To aid in the evaluations, proposals shall be clearly and concisely written as well as neat, indexed (cross-indexed as appropriate) and logically assembled. Prospective Offerors are asked to bear in mind that all material submitted should be directly pertinent to the requirements of this RFP. Extraneous narratives, elaborate brochures, uninformative “PR” material and so forth, shall not be submitted. All pages of each part shall be appropriately numbered, and identified with the name of the Offeror, the date, and the solicitation number to the extent practicable. Statements that the prospective Offeror understands can or will comply with the task and paraphrasing the requirements or parts thereof are considered inadequate and unsatisfactory.

L-5.1 PROPOSAL INTEGRITY

In responding to this RFP, it is the Offeror’s responsibility to provide current, complete and accurate information in their proposal. If in reviewing the proposal the Government identifies or otherwise learns that the provided proposal information is not accurate or misrepresents the Offerors status or capabilities, that information may be used by the contracting officer as part of the Offeror’s responsibility determination and could result in the Offeror not being eligible for award.

L-5.2 GENERAL FORMAT INSTRUCTIONS

The OTIS source selection will be conducted at the Functional Category level (Functional Categories 1-3). Offerors can propose for one or more of the Functional Categories, but a separate full proposal is required for each functional category for which an offeror wants to be considered for contract award.

FOR EACH FUNCTIONAL CATEGORY PROPOSED:

Offerors shall furnish the proposal in two separate volumes, Volume I: Performance Proposal and Volume II: Cost/Price Proposal in the quantities specified below. Each volume shall be complete in itself in order that evaluation of one volume may be accomplished independently of, and concurrently with, evaluation of the other. Each volume shall clearly identify the functional category to which it responds.

Each binder shall also be marked to indicate whether it is an original or copy. Paper size shall be 8 1/2 by 11-inch white paper with printing on one side only. The font (typewritten or printed letters) shall be 11 point Arial (with the exception of pre-printed product literature). No reduction is permitted except for organization charts or other graphic illustrations. In those instances where reduction is allowable, Offerors shall ensure that the print is easily readable; no less than 8-point font on graphs and 10-point

font on tables. Each page shall have adequate margins on each side (at least one inch) of the page. Header/footer information (which does not include any information to be evaluated) may be included in the 1" margin space. Fold outs for complete spreadsheets and/or organization charts are permissible up to 11" by 17", with printing on only one side, if secured with the volume. Large sheets (i.e., greater than 8 by 11 inch) shall count as two pages. Tabs do not count against page restrictions. Offeror's proposals shall not exceed the page limitations set forth below. Pages that exceed the maximum page limitation will not be evaluated.

In addition, offerors must provide two complete sets of their offer in electronic format, readable in the Microsoft Office 2003 suite, each submitted on a separate labeled CD or DVD.

L-6 FORMAT AND INSTRUCTIONS FOR PROPOSAL SUBMISSION

FOR EACH FUNCTIONAL CATEGORY PROPOSED: Offeror's proposals shall consist of the following two (2) separate volumes with the maximum number of pages for each proposal Volume as listed below. For each Volume, the Offeror shall provide an Original and 6 paper copies. Please note that any pages exceeding the maximum pages stated in the instructions below will not be evaluated by the Government.

L-6.1 VOLUME I – Performance Proposal

The Performance Volume shall not exceed 40 pages, excluding a compliance matrix, résumés, cover letter, executive summary, title page, table of contents and contents for Small Business Participation Factor. Each résumé shall not exceed 2 pages. The cover letter and title page shall not exceed 1 page each. The table of contents shall not exceed 2 pages. Past performance citations shall not exceed 2 pages each. The Offeror shall demonstrate an understanding of the requirement and the ability to successfully perform the effort as stated in the Statement of Work (SOW) by addressing the evaluation factors shown in this enclosure. In order for the technical proposal to be evaluated strictly on the merit of the material submitted, NO PRICE INFORMATION IS TO BE INCLUDED IN VOLUME I.

Volume I shall consist of the following tabs:

Tab A – Cover Letter, Executive Summary and Title Page (3 pages)

A cover letter shall accompany the proposal to set forth any information that the Offeror wishes to bring to the attention of the Government. The cover letter shall also stipulate that the Offeror's proposal is predicated upon all the terms and conditions of this RFP. In addition, it must contain a statement that the Offeror's acceptance period is valid for at least 180 calendar days from the date of receipt by the Government.

The Executive Summary shall provide an overview of the proposal and is to be used as an aid in understanding the organization, content, and interrelationship of the proposal material. Information is to be presented at the summary level and should only include general information about the proposal and the Offeror's understanding of and capability to meet the requirements of the solicitation.

The Executive Summary will not be evaluated.

Tab B – Table of Contents

Tab C - Compliance Matrix

The compliance matrix shall be organized as a cross-reference table to inform the Government as to where to find offeror responses to RFP requirements. For example:

Proposal		Request for Proposal			
Page Number(s)	Paragraph Number(s)	Requirement	SOW Paragraph Number	Section L Paragraph Number	Section M Paragraph Number

TAB D - Factor 1: Performance Capabilities

The Offeror must describe their capability and ability to perform the requirements of the SOW. The government considers that the four areas addressed in this factor, together, constitute the primary indicator of the likelihood of highly successful contract performance.

Specifically, offerors should address: (1) their understanding of the OTIS Program requirements; (2) the processes and methodologies they will employ specific to the delivery of the products or services of the functional category; (3) the means by which they will proactively manage the quality of the delivered products and services, and (4) the quality and adequacy of the team proposed, to include relevant experience.

A restatement of the SOW requirements is insufficient; offerors must demonstrate through their response the capability and ability to deliver high-quality products and services that fully satisfy the government's requirements.

TAB E - Factor 2: Staffing Approach

The offeror must describe their capability, ability, and plan to staff the performance of the SOW requirements. Specifically, offerors should address: (1) their plan to timely staff highly-qualified and cleared personnel from transition through the life of the contract; (2) the specific qualifications (including resumes) of their proposed Program Manager, Deputy Program Manager, and specifically-committed task leads or subject matter experts (SMEs); (3) a description of the labor categories proposed, to include

qualifications and educational requirements, in response to those generic descriptions provided by the government in the Pricing Template (Attachment J2) WITHOUT REFERENCE TO RATES, and (4) their organizational depth and their reach into the Intelligence Community (IC) with respect to meeting surge requirements and providing the highest-quality SMEs. Note: The Program Manager and the Deputy Program Manager are identified as key personnel for the Functional Category 1 only. Program Management functions for Functional Category 2 and Functional 3 should be incorporated into the proposed labor rates.

Resumes are limited to two pages and shall contain company name/address; telephone number; points of contact; duties performed by individual personnel; dates employed; qualifications; security clearance, experience; skills; availability; job title (current and planned job title and whether the position is a Key Personnel Position), and credentials (education, training and certifications). If subcontractor or personnel employed by other than the Offeror are proposed, the government will only consider those qualifications if a firm commitment is demonstrated with the firm by which they are employed or with the individuals identified. Commitment letters shall be provided with the proposal. The commitment letter should be current and dated within 10 days of proposal submission. The Offeror is required to inform the Government if there is a change in availability of any of its proposed key personnel.

The Program Manager (PM) and Deputy Program Manager (DPM) shall be empowered to commit company resources to fulfillment of SOW tasks and requirements. The PM/DPM shall be the main point of contact for technical issues and administrative issues related to this contract. The PM/DPM shall provide technical advice, organize, plan, direct, and manage all contractor/subcontractor staff assigned to the contract. They are required to have specialized experience as follows:

- a. Managing labor services contracts for a Federal Government organization.
- b. Supervising employees of various labor categories and skills similar to those envisioned in this solicitation.
- c. Preparing and delivering interesting, effective oral and written communications at the highest levels of industry and Government.
- d. Ten years of relevant specialized experience.
- e. A four-year college degree from an accredited institution of higher learning (graduate degree desirable).

TAB F - Factor 3: Management Approach

The offeror must describe their capabilities and abilities to effectively manage the delivery of the products and services that fulfill the requirements of the SOW. In addition to describing their overall management approach, offerors must specifically address the following: (1) Transition in and out plans; (2) corporate commitment to the priority of fulfilling the OTIS requirements; (3) business operational plans to include cost/resource management, communications, risk management; and (4) subcontract management.

The Offeror's program for complying with the DHS E-Verify Program shall also be included in this section. Firms may register for the E-Verify Program on-line at: <https://www.vis-dhs.com/employerregistration/>. This site provides instructions for completing the Memorandum of Understanding (MOU) for official registration in the Program. Offerors may obtain additional information about E-Verify by visiting the U.S. Citizen and Immigration Services (USCIS) website at: <http://www.DHS.GOV/E-VERIFY> or calling the USCIS at 1(888) 464-4218.

TAB G - Factor 4: Past Performance

The Government will evaluate relevant past performance of each offeror. The Offeror shall identify three (3) ongoing or successfully completed projects performed by the offeror and each of its proposed subcontractors that demonstrate recent and relevant past performance. Recent is defined as within the last three (3) years. Relevant is defined as work similar in complexity and magnitude to the work identified in the SOW. Please include the following information:

- a) Project Title
- b) Description of the Project
- c) Contract/Task Order Number
- d) Contract/Task Order Amount
- e) Government Agency/Organization
- f) COTR's name, address, phone number and email address
- g) Contracting Officer's name, address, telephone number and email address
- h) Current status, e.g. completed and/or in progress, start and estimated completion dates
- i) Key personnel, please identify those individuals who worked on the relevant project and are also proposed for this effort
- j) A brief narrative of why your firm believes this reference is relevant to the proposed task.

For ongoing projects, at least 50 percent of the contract funding for the period of performance must have been expended by the date of submission of the proposal.

A past performance questionnaire is provided in Section J. The offeror shall forward this questionnaire to each of the references provided and request that the response be submitted directly to the address specified for receipt responses. The offeror shall indicate if it has no past performance.

The Government reserves the right to contact customers identified in the proposal and solicit further information about performance in regard to quality, timeliness and cost. The accuracy of past performance data, including phone numbers of the points of contact are the full responsibility of the Offeror and inaccuracy may result in non-consideration of the reference. Other related past performance information may be sought and used for

evaluating completeness and accuracy of the contractor's proposals. Past performance information may be obtained from a variety of sources including other government contracting activities reports and GAO Defense Procurement Fraud Information.

TAB H - Factor 5 – Small Business Participation (For Large Businesses Only)

(1) Subcontracting Plan – As part of its proposal, all Offerors (other than small businesses) shall submit a proposed small business and small disadvantaged business subcontracting plan, that complies with the requirements of the FAR Clause FAR 52.219-9 Small Business Subcontracting Plan.. The subcontracting plan shall state separately the total dollars and percentages that will be subcontracted to each category; large business, small business (SB), HUBZone small business, small disadvantaged business (SDB), women-owned small business (WOSB), and service-disabled veteran-owned small business (SDVOSB) concerns. The offeror's subcontracting plan must be approved by the Contracting Officer prior to award.

The goals stated below are applicable to this procurement and should be utilized for developing a subcontracting plan. In addition, Offerors shall also provide a record of previous performance in carrying out the goals of subcontracting plans by including a copy of its FY 2008 SF-294, Subcontracting Report for Individual Contracts or SF-295, Summary Subcontract Report. If the Offeror has had no previous contracts requiring a subcontracting plan, please include a statement to that effect in the proposal.

The DHS subcontracting goals for Fiscal Year 2008 – 2009 are listed below:

Percentage of Total Subcontracting Dollars	
SB Subcontracts	40.0%
SDB Subcontracts	5.0%
WOSB Subcontracts	5.0%
HUBZone Subcontracts	3.0%
SDVOSB Subcontracts	3.0%

(2) Participation in the DHS Mentor Protégé Program – In order to receive credit, the Offeror shall provide a signed letter of mentor-protégé agreement approval from the DHS OSDBU. Agreements approved by other agencies are not acceptable.

(3) Small Disadvantaged Business Participation – The Offeror must identify the SDB and include a letter of commitment signed by both parties and identify the work to be performed under the contract. Offerors shall also provide their past performance in complying with subcontracting goals for SDB concerns and monetary targets for SDB participation.

L-7 VOLUME II: “Business and Cost”

Volume II, the “Business and Cost” Volume, shall consist of two sections: 1) Offeror’s Business Information, and 2) Cost/Price Proposal.

SECTION 1. OFFEROR’S BUSINESS INFORMATION

Section 1 of the Business and Cost Volume shall include:

- **Tab A** - Transmittal Letter (Limit 3 pages)
- **Tab B** - Executive Summary (Limit 3 Pages)
- **Tab C** - SF 33, Solicitation, Offer, and Award. The Offeror shall complete blocks 12 through 18.
- **Tab D** - Attachment J-2, *Pricing Template - Hourly Labor Rates* (ex. FC1 – CS Rates) provides the format for submitting hourly labor rates for the Government labor categories across all functional categories. The Offeror will complete and submit the Hourly Labor Rate tables using their proposed labor category titles.
- **Tab E** – SF 30, Amendments
- **Tab F** - Exceptions and Deviations

Each proposal shall include an exceptions/deviations section in Volume II that identifies and explains in detail any exceptions, deviations, or conditional assumptions taken with the requirements of the RFP. Any exception, etc., taken must contain sufficient amplification and justification to permit evaluation. All benefits to the Government shall be fully explained for each exception taken. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions, or one or more significant exceptions not providing benefit to the Government, may, however, result in rejection of your proposal as unacceptable.

- **Tab G** - Disclosure for HSAR provisions 3052.209-70 (Prohibition on Contracts with Corporate Expatriates) paragraph (f) and 3052.209-72 (Organizational Conflict of Interest) paragraph (c). If applicable, an OCI Mitigation Plan shall be submitted.
- **Tab H** - Section K, Representations, Certifications and/or Statement Regarding ORCA submission
- **Tab I** - Equal Employment Opportunity (EEO) Pre-award Clearance
- **Tab J** – Financial Statements (**To be included only on CD copies of proposals**)

The Contracting Officer will conduct a responsibility assessment of each Offeror being considered for award. The following information shall be submitted to assist the Contracting Officer in making a responsibility determination:

(1) Sufficient information to demonstrate the financial capability to perform a contract of this size and duration. The Offeror shall provide information related to its current financial condition and the sources of all funds that will be used to finance contract performance. Indicate dollar amount, names and telephone numbers of banks and other sources of funds that may be contacted to verify the pertinent financial data. The Offeror shall include its two most recently audited annual financial statements. Any interim financial statements such as quarterly reports, shall also be provided if the annual statements are more than six months old. Interim financial reports may be unaudited.

(2) The Offeror shall submit a list of all commitments with the Government relating to the specified work or services that may interfere with the completion of the work or services contemplated under this contract or which may be impacted by performance of this work.

(3) A description of all current or pending legal actions under Federal contracts within the past three years. This shall include, but not be limited to, formal or informal requests for equitable adjustments or claims over \$5 million, pending or ongoing cure notices, and terminations for convenience or default.

SECTION 2. PRICE PROPOSAL

For purposes of price evaluation and the establishment of IDIQ contract ceilings, the government will consider that the entire functional category requirement will be performed utilizing fully-loaded hourly T&M rates. The offeror's proposed rates will be applied to the government's pricing models (Attachment J-2) to achieve a total proposed price for the entire requirement. For each contract line item (CLIN), the pricing model specifies generic labor category descriptions and levels (junior/mid/senior), required hourly quantities of each labor category and level.

The offeror's price proposal shall specify and describe their proposed labor categories for each level of the government's generic labor category description, their fully-loaded T&M rates for each; and insert them into the pricing model to calculate a total proposed price.

The price proposal shall include a summary sheet with the following information:

- Total dollar amount (Inclusive of Options)
- Proposal acceptance period. The Offeror's acceptance period shall be valid for at least 120 calendar days from the date of receipt by the Government.
- Principal Place of Performance of the work required under the resulting contract (City and State)
- Dun Bradstreet Number
- Cognizant DCAA office
- Cognizant DCMA office
- Indicate whether or not you have a Government-approved estimating system. If so, provide evidence.

- Indicate whether or not you have a Government-approved purchasing system. If so, provide evidence.
- Indicate whether or not your accounting system has been determined to be adequate by DCAA for the purpose of accumulating and billing costs . If so, provide evidence and indicate if your accounting system is based on 40 hours or all hours totaled. Offerors may wish to review DCAA publication DCAAP 7641.90 Information for Contractors, regarding accounting system reviews. The publication is available at www.dcaa.mil.
- Proof of Joint Venture, if applicable. Additionally, 8(a) Offerors must include SBA certificate approving joint venture.

The Government anticipates adequate price competition in response to this solicitation and will not require cost or pricing data. In accordance with FAR 15.403-1(b) and 15.403-3, the Government requires submission of information other than cost or pricing data to support a determination of price reasonableness.

If composite or category average labor rates are proposed, provide a breakdown of how they are developed. An example follows:

Employee	Category	Hours	Base Labor Rate	Proposed Escalation	Rate
John Doe	Consultant	50	\$26.50	3.5	\$27.43
Jane Smith	Consultant	50	\$27.25	3.5	\$28.20

Composite Rate: \$27.82

If subcontractors are proposed, provide the same cost information described above for all subcontracts.

Page Limitation: There is no page limitation on the cost/price proposal submission.

(End of Section L)